BY ORDER OF THE SUPERINTENDENT

AFI 33-119

USAFA
Supplement 1

1 December 1997

Communications and Information

ELECTRONIC MAIL (E-MAIL) MANAGEMENT
AND USE

NOTICE: This publication is available digitally on the USAFA WWW site at: http://www.usafa.af.mil.

OPR: 10 CS/SCBN (Capt Stockton)

Certified by: 10 CS/SCB (Maj Yoder)
Pages: 2
Distribution: F

AFI 33-119, 1 March 1997, is supplemented as follows:

2.5.1. It is the prerogative of unit commanders or equivalent to identify and publish additional electronic mail (e-mail) policies that are more restrictive.

2.5.2. The 10th Communications Squadron (10 CS) is responsible for providing initial and refresher training to appointed organizational computer managers (OCM). Each OCM is responsible for training personnel in their area of responsibility. Additionally, OCMs are responsible for including any additional policies imposed by their unit commander in the training.

2.5.3. USAFA e-mail systems are not approved as an official records management system.

2.5.4. Each unit shall add the requirement to outprocess with the unit OCM on their outprocessing checklist. Additionally, all personnel having an e-mail account on a UNIX-based system operated by the 10 CS must outprocess with the 10 CS Help Desk (Fairchild Hall, Room 2J7). E-mail system administrators and OCMs will delete the individual's account prior to the individual departing the organization.

3.3.3. Each unit shall provide the names of each mailbox monitor to the Base Information Transfer Center (10 CS/SCBDB).

3.3.4. 10 CS/SCBDB is responsible for managing distribution lists "Distribution A," "Distribution O," and "Distribution P." The Distribution A list contains all 2-letter organizations plus tenant units, the Distribution O list contains all mailboxes with the word "mail" in the address, and the Distribution P list contains all mailboxes excluding cadets. When using Distribution O, explain where the message is to be sent. For example: "PLEASE DISSEMINATE TO ALL COMPANY GRADE OFFICERS."

3.6.2. Users who participate in external newsgroups or listservers using government equipment and/or identifying themselves as an Air Force government employee in any way must clearly include the following statement in all messages: *This content does not necessarily reflect the opinions, standards, or policies of the United States Air Force Academy or the United States government.*

5.3. USAFA e-mail accounts will comply with the following format:

5.3.1. LastnameInitials.Organization@USAFA.AF.MIL

5.3.2. Cadets Only => LastnameInitialsYear.Organization@USAFA.AF.MIL

NOTE:

The initials will consist of the first and middle initials. If a member does not have a middle initial, only the first initial will be used. If two people in your organization would have the same e-mail address using these rules, add a numeral 1 after the initial to one of the addresses. For example, Lt Col John W. Smith, DFCS, would have an e-mail address of: smithjw.dfcs@usafa.af.mil. If he was one of two people having the name John W. Smith, his address would be: smithjw1.dfcs@usafa.af.mil.

9.5.2. USAFA e-mail systems are not approved for official records management purposes.

JAMES E. HAZUKA,   Lt Col, USAF
Commander, 10th Communications Squadron